



Business and Development Manager

Location: Winterbourne Medieval Barn, Winterbourne, Bristol BS36 1SE

Salary: £26,000 pro rata (£15,600 per annum)

Contract: Permanent

Hours: 22.5 hours to be worked flexibly over 4 days a week (including some earlier starts, evenings, weekends and Public holidays)

Are you looking for a new challenge where you can use your commercial and operational skills in an exciting heritage redevelopment project?

Winterbourne Medieval Barn Trust (WMBT) is preparing to re-open its doors to the public in Spring 2020 and we need your skills to help deliver our vision for the future.

The £1.7m Winterbourne Medieval Barn redevelopment project will conserve and enable new uses for the magnificent Grade II* listed 14th century barn and associated out buildings, ensuring long-term sustainability for this nationally significant heritage asset by placing it at the heart of the local community.

WMBT runs a mix of commercial and community events and workshops in the main Barn, West Barn and Cart Shed. It also rents its ancillary buildings (the Cow Byres and West Barn) to rural craft tenants.

About the role

As Business and Development Manager, you will report directly to the Board of Trustees and contribute to the strategic development of WMBT as a key member of the team. Your responsibilities will include:

- Leading and managing WMBT's commercial operations, events, clients, workshop tenants and the visitor experience
- Developing, implementing and managing WMBT's marketing plan and commercial projects
- Participating in fundraising and the development of new funding opportunities
- Preparing annual budgets, regular financial reports and managing the day to day finances
- Managing all aspects of health and safety, ensuring compliance with legislation and other statutory regulations
- Assisting in the development of the Activity programme of WMBT
- Developing strong commercial, income generating business and heritage partnerships and working with external organisations and partners to raise the profile of WMBT.

As part of your role, you will line manage the Community Engagement Officer and Events and Marketing Assistant. You will also be supported by Volunteer Co-ordinators and a talented team of volunteers.

About you

You will be a hands-on manager with a strong track record of managing and developing a commercial operation including experience of marketing, fundraising, income generation and financial control, ideally in a heritage, tourism or hospitality business environment. You will have strong business acumen and excellent communication and influencing skills to build relationships in a multi-stakeholder environment. Strong IT skills along with health and safety knowledge and experience of managing staff and ideally volunteers are also required.

For further information including an application form and job specification, please visit www.winterbournebarn.org.uk and follow links from the home page.

If you would like to talk to someone informally about this role please email suefox42@btinternet.com and include your contact number and availability.

The closing date for this role is 9.00 am on Monday 9 December 2019. Interviews will be held on Monday 6 January 2020.

